

# Memorandum

*Flex your power!  
Be energy efficient!*

**To:** DISTRICT DIRECTORS  
DEPUTY DISTRICT DIRECTORS  
Project Management, Design, Construction, Right of Way,  
Maintenance and Operations, Environmental Analysis,  
Local Assistance  
DIVISION CHIEFS  
Engineering Services, Transportation Planning, Administration,  
Accounting, Budgets, Design, Construction, Right of Way,  
Maintenance and Operations, Environmental Analysis, Local Assistance

**Date:** May 3, 2004

**From:** JOHN C. McMILLAN *JCM*  
Deputy Division Chief  
Division of Engineering Services - Office Engineer

**Subject:** Distribution and Implementation of Ready To List and Construction Contract Award Guide (RTL Guide)

The first edition of the Division of Engineering Services - Office Engineer's RTL Guide is ready for use. The RTL Guide defines state, federal and policy requirements for Plans, Specification and Estimate (PS&E) preparation, and Construction Contract Advertisement and Award. Districts and Divisions should distribute this document to staff responsible for production of PS&E, project funding and preparation of contract documents. Phased implementation will begin May 10, 2004. After full implementation, the RTL Guide will supersede the PS&E Guide.

Phase implementation will be as follows:

<u>May 10, 2004</u>	References used for preparation of PS&E will switch from the PS&E Guide to the RTL Guide.
<u>July 1, 2004</u>	Districts to begin submitting projects to DES-OE using the new Cover memorandum and RTL Certification process.
<u>October 1, 2004</u>	Districts will submit all projects to DES-OE in accordance with the RTL Guide.

Due to budgetary constraints, the RTL Guide will be published in electronic format only. ([http://www.dot.ca.gov/hq/esc/oe/specifications/rtl\\_guide](http://www.dot.ca.gov/hq/esc/oe/specifications/rtl_guide)) Districts and Divisions are responsible for reproducing and distributing their own hard copies.

DES-OE will provide training and assistance on RTL Guide requirements upon request. Please contact Brian Lee at (916) 227-6270 or by e-mail.

**cc:** District Office Engineers  
Fardad Falakfarsa, Chief, Office of Federal Resources  
DES Executive Management